



EMPLOYEE STATEMENT OF EMPLOYER PROVIDED VEHICLE USE (Annual Lease Value Method to be used with the Allowable Personal Use Policy)

State Form 49631 (2-00)

Prescribed by State Board of Accounts-2000

Your agency has developed a policy on the use of state vehicles. This policy was developed under the guidelines established by the Internal Revenue Service. Please contact the payroll clerk or designated person in your agency for a copy of the policy and instructions to be used in the preparation of this form.

SECTION 1

EMPLOYEE NAME _____ AGENCY NUMBER _____

SOCIAL SECURITY NUMBER _____ PAY PERIOD ENDED _____

SECTION 2

If your agency policy is Allowable-personal-use, then you need to select one of two methods used in computing the compensation. The Cents-per-mile method will be the most commonly selected and is discussed on another form. The Annual-lease-value method can be used only when cents-per-mile cannot be used.

Employee must accumulate for each pay period the total mileage for business and personal. The information is entered below:

_____	+	_____	=	_____
Business miles		Personal miles		Total mileage

SECTION 3

I certify the above information is true and correct to the best of my knowledge. The necessary logs and documentation are being kept and will be available for inspection by my agency, Auditor of State/designee and the Internal Revenue Service.

Signatures: Employee _____ Date: _____

Agency Director _____ Date: _____

SECTION 4

To be completed by payroll clerk or agency designee.

_____	/	_____	=	_____	%
Personal miles		Total Mileage		Personal Usage	

\$ _____	x	_____	=	_____
Annual lease amount from table usage		Personal usage %		Annual value for personal usage

_____	/	26 or 27 pay periods*	=	_____
Annual value personal usage				Payroll amount

*Use number of pay periods for the current calendar year.

Signature of Preparer: _____ Date: _____